

# Camp Policies

## Please read carefully

### **Dress Code**

Participants should wear cool, comfortable clothing and tennis shoes in order to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. In general, rubber shoes “cros,” are not recommended as acceptable attire for active recreation activities. Certain camps may have additional clothing requirements.

Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, or gang references; (age 12 and up); excessively loose pants or shirts; revealing clothing; jewelry.

### **Sunscreen and Insect Repellent**

If needed, please apply these products to participants before they come to camp each day. For use during camp please supply any sunscreen and/or insect repellent that the participant may need during any program.

Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other campers.

### **Babysitting**

Any babysitting arrangements with present or former staff of the Ayden Arts and Recreation Department are separate and independent from any Departmental program. These arrangements must be based on the independent responsibility and judgment of the parent or guardian. The Town of Ayden Arts and Recreation Department shall not be responsible for any claims or liability in connection with such babysitting activities.

### **Behavior Management**

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The Town of Ayden Arts and Recreation Department supports and practices the following procedures for behavior problems:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2)

full-day suspension from the program may occur (no refunds will be given for the days suspended). The parent/guardian may be

requested to pick up the participant within an hour of the initial contact to the parent/ guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.

5. If a behavior problem persists, a third Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the incident reports are being reviewed.

6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from program.

7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.

8. Participation in camp activities during program hours is required.

### **Confidentiality**

Ayden Arts and Recreation staff will not discuss confidential matters or personal information with anyone outside of Ayden Arts and Recreation or with unauthorized individuals. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information in public displays such as My Space, Facebook, Twitter, etc. Ayden Arts and Recreation staff are not permitted to share personal information or pictures about any participants or staff in any public display area such as My Space, Facebook, Twitter, etc. or discuss any personal information about participants outside of the workplace.

### **Electronic Devices**

Staff reserves the right to confiscate electronic devices if issues arise. Confiscated electronics will be returned to the parent/guardian at the end of the day. Youth Camps: No electronic devices are allowed (examples: cell phones, MP3 players, gaming devices, etc.

### **Field Trips**

Ayden Arts and Recreation will transport participants offsite in vehicles provided by or contracted by the Town of Ayden. If a program participant arrives at camp after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- Transport the participant to the field trip location and sign-in the participant with a Town of Ayden camp staff member at the field trip site, or;

- Transport the participant to the camp site once the camp returns from the field trip location and sign-in.

Participants cannot be left at a camp location without camp staff present. Refunds will not be awarded if participant misses a field trip. The Town of Ayden Arts and Recreation Department does not accept responsibility for a program participant until they are signed in with program staff. If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

### **Illness/Injury**

Any participant should remain home from all summer camps if they have had any of the following in the past twenty-four (24) hours:

- Contagious conditions (i.e. fever- 100 degrees or higher without fever reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, etc.)

- Physical Injury that does not allow the participant to safely participate in the camp program.

If a participant demonstrates any of the above while at camp, the parent/ guardian will have one hour to pick up the participant from the camp location.

If the participant becomes sick while at camp, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to camp. If you suspect that your child has a contagious condition that may be spread to others, please notify your camp director as soon as possible. Please do not bring the participant back

to camp until the camp director has been contacted.

### **Late Pick-up**

Participants that are picked up after the closing time of camp will be charged a late fee. The fee is as follows: Once the parent/guardian is up to 15 minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past 15 minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

### **Lost/Stolen Items**

The Town of Ayden Arts and Recreation Department is not responsible for any personal items lost or stolen at our programs.

### **Non-Discrimination**

The Town of Ayden Arts and Recreation Department does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Ayden Arts and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, DC 20240.

### **Payment**

Payment is required with the completed registration forms.

### **Personal Care**

The Town of Ayden Arts and Recreation Department does not provide personal care for program participants. Ayden Arts and Recreation staff does not assist in the toileting of any camp participants or help with dressing participants. The Department requires that all program participants are “potty” trained in order to participate. If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents become routine, participants may be dismissed from the program.

### **Release and Indemnity Agreement**

I understand that participating in a chosen recreational program involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures contact with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others.

I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Participant Information Form, I acknowledge all risks of injury, illness, and/or death and affirm that I have assumed all responsibility of injury, illness, and/or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the Town, its employees or its agents for injury, illness, and/or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child’s participation in the program. I also agree not to sue the Town, its employees, or its agents and agree to indemnify the Town for all claims, damages, losses, or expenses, including attorney’s fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.